

## Chapter Pers 13

### PROBATIONARY PERIODS

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**Pers 13.01 Definition.** Probationary period means a specified length of time [s. 230.28, Stats.] during which the work of the appointee is to be closely observed to determine if the appointee is effectively able to carry out assigned duties and responsibilities on a continuing basis.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 13.02 Duration.** All probationary periods shall be for 6 months duration, except:

(1) In the case of an understudy, intern, trainee, or an apprentice, the probationary period shall be lengthened by the total length of such understudy, intern, trainee or apprentice period.

(2) In the case of employees who have not demonstrated the capacity to be granted permanent status in class within 6 months after the beginning of an original or promotional probationary period, the administrator may, at the request of an appointing authority, extend the probationary period for up to 3 additional months, provided the extension is desirable on the basis of factors such as:

- (a) Unanticipated change in the program or duty assignment, or
- (b) Substantial change in performance.

(3) In the case of administrative, technical or professional positions, at the request of an appointing authority, the administrator may, prior to certification of applicants, establish a probationary period of up to 2 years in order to provide the appointing authority assurance that the employe will have adequate exposure during the probationary period to the various duties and responsibilities which are a part of the position.

(4) In the case of permissive probationary periods, the duration may be less than 6 months at the discretion of the appointing authority.

(5) In the case of initial original or promotional appointments to positions designated as supervisory or managerial as defined under s. 111.81, Stats., all probationary periods shall be for one year duration unless the last 6 months or a portion thereof is waived by the administrator at the request of the appointing authority.

(6) In cases where it is specifically provided otherwise in separate pay schedules.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. (2), am. (1) and (6), renum. (3) to (5) to be (2) to (4) and am., cr. (5), Register, February, 1981, No. 302, eff. 3-1-81.

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**Pers 13.04 When probation required.** A probationary period is required for all:

- (1) Original appointments; and
- (2) Promotional appointments.
- (3) **TRAINEE, INTERN, APPRENTICE, OR UNDERSTUDY APPOINTMENT.** (a) For the duration that an employe is serving a trainee, intern or understudy appointment; and
- (b) Upon qualifying for the objective classification after completion of the trainee, intern, apprentice or understudy period.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; cr. (intro.), am. (1) and (2), renum. (3) to be (3) (a) and am., cr. (3) (b), r. (4), Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 13.05 Permissive probationary period provisions.** (1) For the application of permissive probationary periods on:

- (a) Transfer: See ss. Pers 15.03 and 15.04, Wis. Adm. Code.
- (b) Reinstatement: See s. Pers 16.04 (1), Wis. Adm. Code.
- (c) Voluntary demotion: See s. Pers 17.04 (3) (b) and (c), Wis. Adm. Code.
- (2) The appointing authority shall make a determination as to whether the appointee shall serve a permissive probationary period and shall so notify that employe in the letter of appointment.

(3) The appointing authority may waive these permissive probationary periods at any time. The employe shall be notified by the appointing authority of the determination to waive such employe's probationary period.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 13.06 Absence from employment.** (1) **UP TO 174 WORK HOURS.** If an employe has absences from employment not exceeding 174 work hours or prorated portion for part-time employes for any reason approved by the appointing authority, the appointing authority shall determine whether such absence shall be waived from the probationary time or the probationary period is to be extended to cover such absence. The employe shall be given written notice of such extension.

(2) **MORE THAN 174 WORK HOURS.** If an employe has such absence from employment totaling more than 174 work hours or the prorated portion for part-time employes, the probationary period shall be extended by the length of the time absent, except that up to 174 work hours or prorated portion for part-time employes may be waived by the appointing authority.

(3) **TERMINATION DUE TO PENDING LAYOFF.** If an employe is terminated during a probationary period due to a pending layoff, and is later reinstated the time served may be carried over at the discretion of the new appointing authority. Determination of any such carry-over shall be specified at the time of the reinstatement and written notice given to the employe and a record of such notification kept on file.

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(4) **RESIGNATION.** If an employe resigns during a probationary period, and is later reappointed from the same employment register, the time served shall not be carried over.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (5) Register, September, 1975, No. 237, eff. 10-1-75; am. (1) and (5), Register, December, 1976, No. 252, eff. 1-1-77; am. (1) to (4), r. (5), Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 13.07 Transfer while serving a probationary period.** See s. Pers 15.07, Wis. Adm. Code.

(**Note:** The former s. Pers 13.07 dealt with lateral movements while on probation. This subject is now treated as a transfer under ch. Pers 15)

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. and recr. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 13.08 Time not counted.** Time served in a project appointment or limited term appointment, including an emergency or provisional appointment shall not be counted as a part of any probationary period.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 13.085 Progress reports.** **History.** Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. and recr. Register, September, 1975, No. 237, eff. 10-1-75; r. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 13.09 Dismissal.** (1) **ACTION BY APPOINTING AUTHORITY.** (a) Except as provided in paragraph (b), the appointing authority may dismiss any employe without the right of appeal during the employe's probationary period. Dismissals shall not be made on a discriminatory basis as defined under ss. 111.31 to 111.37, Stats.

(b) For rights of employes who are terminated from a position while serving a probationary period resulting from promotion or transfer, see ch. Pers 14 or 15, Wis. Adm. Code, respectively.

(2) **DISMISSAL NOTICE REQUIRED.** When an employe is to be dismissed, the appointing authority shall immediately notify in writing the employe to be dismissed of the reasons for dismissal and the date on which dismissal is to occur, and send a copy of such notice to the administrator. An employe who has permanent status and is dismissed while on a probationary period under the provisions of ss. Pers 14.03 or Pers 15.04, Wis. Adm. Code, shall also be notified whether or not the employe will be restored to the employe's former position or to a position assigned to a class having the same pay rate or pay range maximum or to a position in a class assigned to a counterpart pay rate or pay range.

(3) **RESTORATION OF NAMES TO EMPLOYMENT REGISTERS.** See s. 230.28 (3), Stats.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1) and (2), Register, December, 1976, No. 252, eff. 1-1-77; am. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 13.10 Attainment of permanent status in class.** If the performance of an employe serving a probationary period has been satisfactory, the appointing authority shall notify the employe in writing that the employe will receive a permanent status in class. Permanent status in class is gained immediately upon completion of the last assigned work period of the probationary period. No employe shall be denied permanent

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ment status in class after successfully completing a probationary period because an appointing authority fails to submit notice.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 13.11 Permanent status in class. History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. Register, February, 1981, No. 302, eff. 3-1-81.